

*Final - Reviewed
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LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

LOCAL WORKFORCE INVESTMENT BOARD
Local Plan

January 1, 2014 - June 30, 2015

Local Plan Instructions
For Kentucky's

LOCAL WORKFORCE INVESTMENT SYSTEM
Program Years 2013 - 2014

-Submitted by-
Workforce Investment Board

LOCAL AREA: Cumberlands

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Instructions

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Local Plan covers the time period of January 1, 2014 through June 30, 2015. LWIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** This section should illustrate the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2013 - 2014 Local Plan Update Requirements

- **Local Plan Update Due Date: December 1, 2013**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments (A,B,C,D,E) to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

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Planning Timetable Estimates

July 12, 2013	Issuance of Local Plan Guidelines
November 1, 2013	Last date to begin the Public Comment Period. Beginning of the OET review, comment and clarification period
November 30, 2013	End of the 30 Day Public Comment Period
December 1, 2013	Local Plans are due to OET along with submittal of the original signature page. Final Review and Approval of Local Plan Updates by OET begins
January 1, 2014	Beginning of Local Plan Period

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Section A: Integration and Strategies

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants (if funding is available).

1. How does the WIB identify and analyze regional economies?

The Cumberland WIB (CWIB) has continuously funded Labor Market Survey (LMI) through contracts with ERISS Corporation that shows economies in our 13 counties and has new data from a survey as of May 2013. The Comprehensive Economic Development Strategy (CEDS) yearly updates through the Lake Cumberland ADD is used to highlight future economic development issues in each county. The Commonwealth of Kentucky's website Workforce Kentucky has valuable information showing regional economies. Working with local Chambers of Commerce and Economic Development entities and constant sharing of information with contiguous WIB's also help to highlight new regional economies. The information gathered from these resources helps to identify sectors of with potential growth and those that are declining and allows appropriate action to be taken to support invest in the workforce.

2. How is this information used to identify the key industries and demand occupations within this economy?

Using the resources mentioned above, it is critical in identifying new or expanding regional economies so they can be analyzed to fully understand the workforce needs. The areas that show growth must be become priorities as investment areas for support and training. As these industries are identified they must be contacted and obtain the skill levels for the workforce needed. Once that is in understood, then research starts to see if appropriate training offerings are available and if not, how we can work with providers to make them available. If the jobs meet the criteria of the WIB's self-sufficient wage policy then they would be recognized as a demand occupation.

3. How is this information incorporated into your service delivery strategies?

Occupations discerned as a demand occupation would be make available to those at the one stop level to find the best qualified individuals for the jobs or those that need training to fill any employment gaps.

4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

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The Cumberland's WIB strategic plan, using regional data and analyzing the results, has established the following sectors that we deem as high demand. These sectors are manufacturing, energy creation/transmission and utilities, transportation/distribution/logistics, healthcare and human services, technology/business services, entrepreneurship, construction, tourism/hospitality/agri-tourism and retail

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the Commonwealth's workforce system. ([WorkSmart Kentucky Strategic Plan](#)) Key to the realization of that vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN, IS CONTINUING OR IS PLANNING TO IMPLEMENT.

For each initiative, please indicate:

1. If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).
2. The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.
3. A timeframe for implementation, including major milestones and evaluation.
4. Identify key partners/players/stakeholders, including the role of the WIB
5. Provide the current status of the initiative.

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area. If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

I. System Transformation

Related statewide initiatives: [Sector Strategies](#), Branding & Identity, [One-Stop Certification](#), User-Friendly On-Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

System Transformation Initiative (1)

Title: Sustaining and enhancement of the State Energy Sector Partnership (SESP) initiative

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X Initiative is a local innovation ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

With the completion of the SESP grant work to sustain the programs offered through are either completed or being finalized by Somerset Community College with assistance of the CWIB. Working with the SESP grant has provided a wealth of information on the energy and related fields. Many new working partnerships in the industry have been created, grown and are continuing. Smart Grid technology has been incorporated into the Lineman Tech curriculum to provide a more qualified employee with more technology based learning. The first goal of enhancing the training is to work with the telecommunications industry to provide the training the industry has stated they need.

Implementation timeframe:

Full implementation of the programs offered will be completed by January 2014. The timeline for our goal of enhancing The High Growth Training Center linemen training program by creating and offering training for the telecommunication has a June 30, 2014 target date.

Partners/players/stakeholders and role of WIB:

Partners are Cumberlands WIA, Somerset Community College (KCTCS), South Kentucky RECC and other members of the energy transmission and delivery industry and new partners to be gathered from the telecommunication industry. The WIB will be an active partner by participating in sustaining and implementation of training programs. Contacting industry for guidance and assistance. Investing training funds due to energy being a demand sector of the WIB.

Current status of initiative:

Lineman and Smart Grid training are continuing without interruption. SCC working to make the sustainable programs a part of their offerings through their Workforce Solutions Department. Contacting telecommunication industry businesses and gathering information to formulate an industry driven training program for the telecommunications industry.

II. Education Alignment

Related statewide initiatives: Tech-High, Accelerating Opportunity (aka Skill Up or I-Best), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title: High School Outreach

X Initiative is a local innovation ☐ **Part of a statewide initiative**

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Initiative's mission and strategic goals:

The CWIB has a mission of focusing on career oriented high school students to assist and direct them as the move into the workforce. The goal of the CWIB is to align youth activities under WIA to work jointly with the career portion of the College and Career initiative our school systems. The CWIB can assist with assessments, career management and occupational training. The CWIB continues to fully endorse giving the Workkeys assessment to all high school seniors and will offer assistance to reach that goal.

Implementation timeframe:

This goal to align with the College and Career initiative began July 1, 2013. In-school contracts were awarded through a two year procurement process. Through this two year period we hope to achieve full integration.

Partners/players/stakeholders and role of WIB:

Cumberlands WIB, local Boards of Education, Department of Education and Workforce Development. The CWIB is committed to work with above partners and aligned its WIA youth services with the College and Career initiative, specifically the career portion, to enable and prepare out youth for the workforce.

Current status of initiative:

Youth contracts began July 1, 2013. Contacts with majority of Boards of Education have been made with the process of learning what the plan they have in place to reach career readiness and analyzing this data to determine where and how the WIA youth program can incorporated.

III. Economic Development Alignment

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Business Services Redesign-Unified Business Services)

Economic Development Initiative (1)

Title:	Work Ready Community
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☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

To help communities and economic development entities to be able to promote themselves as being a Work Ready Community or a Work Ready Community in Progress by meeting criteria adopted by KWIB. The Goal of the CWIB is to assist all counties that wish to apply and support their efforts to implement and maintain the obtained status or rise to another status level. The CWIB will promote the benefits of

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being a Work Ready Community such as helping communities attract new businesses and investment, gain a competitive advantage over other communities, help existing companies grow and add new jobs, recruit creative, talented and innovative people and revitalize their economies and keep them growing. Most of all the CWIB will assist and promote efforts of community partners that have a common goal of improving their community.

Implementation timeframe:

In progress and will continue as long as counties are showing interest.

Partners/players/stakeholders and role of WIB:

Economic Development, Secondary Education, Post-Secondary Education, Workforce Development, Business and Industry and Elected Officials. CWIB will support and work with each county that works to submit an application.

Current status of initiative:

Four counties have received Work Ready Community in Progress statues. Contact has been made with seven other counties that are considering applying. We will continue to encourage other counties to submit application.

IV. System Simplification

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, [High Impact Workforce Investment Boards](#)

System Simplification Initiative (1)

Title: High Impact Workforce Investment Board

☐ **Initiative is a local innovation** ☒ **Part of a statewide initiative**

Initiative's mission and strategic goals:

The CWIB implemented its strategic plan in June 2012. The mission of the plan is to make the CWIB's work as relevant, accountable, innovative and wise investors. The CWIB will fully implement the plan, develop and manage resources and manage the work of the board with priorities that will enhance the delivery of services that will have a daily impact of our communities.

Implementation timeframe:

The CWIB will submit its application for the High Impact Workforce Investment Board in September 2013.

Partners/players/stakeholders and role of WIB:

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Staff for the CWIB will help work through the process needed to apply. Input from Local Elected Officials, Businesses Leaders, Chambers of Commerce, Economic Development and non-mandated partners will assist the CWIB in its vision and delivery of services for the future. The CWIB has made this status a priority and is committed to maintaining the high level of commitment needed to strategically as the workforce evolves and moves forward.

Current status of initiative:

Application will be submitted in September. Waiting for a date for review to occur.

V. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title: Cumberlands WIA Business Service Team

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

Create Business Service Teams (BST's) within the CWIA, formed of all workforce partners to provide seamless service to the business community. Create three BST's with each single BST working within the service area of the one-stops in Campbellsville, Somerset and Corbin. An overall Business Service plan will come from the One Stop committee of the board for oversight. Each BST will have its own plan and team that reflects and allows the best serviced within that area. Goals will be created and tracked with reports being forward to the One Stop committee and CWIB.

Implementation timeframe:

The three Business Services Teams will be established and cross trained by July 1, 2014. After that date marketing and business penetration will begin with goals being tracked and reported starting July 1, 2014.

Partners/players/stakeholders and role of WIB:

Office of Employment and Training, Veterans Representatives, Workforce Investment Act (Adult and Dislocated Workers), Experience Works, Office for Vocational Rehabilitation, Office of the Blind, Kentucky Farmworkers, KCTCS, Adult Education, Area Technology Centers, and local Economic Development Directors and Economic Development Cabinet. The CWIB will approve the BST plan and updates. Updates on each goal will be presented at each CWIB meeting.

Current status of initiative:

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One Stop committee Plan has been approved by CWIB. Modifications to his plan will be made after each One Stop BST has a plan in place. The One Stop in Campbellsville has begun formation of team and plan with target for final approval by CWIB in December 2013. The other two one stops will begin work at the completion of the first with projected completion date by June 30, 2014.

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth’s vision and achieve the goals identified in the [*WorkSmart Kentucky Strategic Plan*](#).

The Strategic Plan for the Cumberlands WIB will, at all time, contain elements of the Work Smart Kentucky Strategic Plan. The Strategic Plan will be updated as elements are reached and work on other goals is beginning. The Strategic Plan will have measureable goals to make sure the goals of the WorkSmart Kentucky Strategic Plan are being attained. For those not included in the strategic plan, a matrix will be created to track progress and on implementing these goals.

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Section B: Program Operations

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

After hearing from many employers through Chambers of Commerce meetings, local Economic Development leaders and the beginning of working with counties on the Work Ready Community application, it became evident that employees with a bad work ethic or lack of soft skills were a major concern. To document this, a survey using Survey Monkey, was sent to each Chamber of Commerce in our thirteen counties with contained questions concerning their problems and needs concerning hiring and retaining employees. From this survey process it showed that employee's with a poor work ethic and soft skills is the most critical problem in the CWIA. Finding employee's that has good soft skills and can pass drug tests, soft term training for skills needed for potential employees and working with potential employees who have become dependent on Unemployment Insurance must and will be addressed. Finding employees with possessing technical and industry specific skills were also identified and will be addresses through the process of sector strategies

b) Job seekers

The need to make soft skills training available to job seekers and help them gain an understanding for the need of soft skill training while searching for jobs is critical. With this in mind the CWIB is now offering a one day program called Fast Forward at each Career Center in our area and all affiliate sites. It will also be offered to youth who will be entering the workforce if they choose not to pursue further training or Higher Education. A certificate will be issued to those who fully complete the three part training course and by meeting with Chambers of Commerce and other employer groups they will recognize the credential and will find better employees. We are also working with all Workforce partners to ramp up soft skills training and make the results known to local employers as well. By using sector strategies our goal is to communicate what jobs are available if training is necessary and build their understanding of skills needed for jobs where employment is available

c) Workers

Using the same survey mentioned above the question, what is the major problem in retaining employee's, was asked of the employers. Again the main concern was lack of soft skills (attendance, dress, etc.). With the creation of the Fast Forward training we will be actively working with employers to offer this training to their existing employees who may be experiencing this problem. Again, working with Chambers and other business

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groups will be critical to get the word out and prove the worthiness of this training. The second largest response was their ability to learn job requirements. To respond to this the CWIA will enhance its efforts to promote the National Career Readiness Certificate not only to job seekers by to employed workers as well. We feel that the remediation required by using this assessment would greatly enhance the ability of the business to ascertain those individuals who are capable and improve the ability of those who need to reach a high level of ability necessary to retain or advance in the jobs.

2. Describe the current and projected employment opportunities in your local area.

During the process of establishing the business sectors of the CWIB strategic plan we incorporated various sources of information to make the determination. Sources such as Workforce Kentucky, Eriss LMI surveys, Regional Outlooks and other sources that list demand occupations were reviewed and information collected. Also, it is evident that information that can be gleaned directly from the business community is critical. With this in mind local Chambers of Commerce, Economic Development and Industrial Authorities and Local Elected Officials must be a critical source of local knowledge when determined employment opportunities. Business Service Team (BST) will be a major component bringing this information to a collective source to identify and react accordingly. Face to face contact with a business can never be replaced as the best source of information gathering. That is why setting a goal of 20% penetration of the business community is one of the goals of our BST. From the face to face contacts current opportunities in the service industry, manufacturing, healthcare, transportation and logistics and energy transmission and service sectors are available. As other new sources of employment become available we will react accordingly.

3. Describe the job skills necessary to obtain such employment opportunities.

Soft skills and short term certifications for the service industry. Short term certifications for the transportation industry. Soft skills and credentials for manufacturing. Health care varies from short skills to Associate Degrees.

4. How does the LWIB ensure continuous improvement of its providers?

Training providers must be held accountable for providing the training necessary to match the jobs available and established sectors of the CWIB. Enhanced dialogue with all providers are established and maintained on a regular basis to ensure offerings are current and available for established sectors. This communication will take place with partner members of the Business Service Teams to ensure information gathered from businesses will be made aware to providers and the reaction time to any necessary changes can be minimized. Also, we will begin tracking placements from individual programs to help us determine that individuals are being employed in the field that they are being trained in. These numbers will be taken to the providers and reviewed for those that are determined not to be meeting our goals. We will work with providers to help determine any changes to increase successful placements or inform the CWIB of its ineffectiveness and ask that it be not be used as a training program

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5. List the continuous improvement activities in which your local providers and partners participated in PY 2012.

Provided soft skills training to 1422 individuals that received a Certificate of Completion. 2065 individuals received either a Gold or Silver NCRC certificate. Workforce partners made 2,711 employer contacts. Workforce Partners attended 283 Chambers of Commerce, SHRM and other employer meetings. Workforce Partners provided training to 950 individuals with the CWIB sectors and 915 with customized or OJT training. Thru the SESP grant gained the opportunity to offer new training opportunities through sustainability of the grant and other's that arose from business contacts.

6. Provide a list of planned continuous improvement activities for PY 2013-2014 in which your local providers and partners will participate.

Continue to work with all providers and partners to ensure awareness of the CWIB sectors and work toward new offerings within them. We will ask that the providers work with us to make sure new programs are available to provide necessary training. This will come from a partnership formed with awareness and understanding of goals that are trying to be achieved. Programs may need to be altered, career ladders created or expanded, new and innovative programs designed specifically for a sector and an ongoing dialogue that results in the best available offerings for participants. With implementation of our Business Service Teams information that is gathered will be shared by all partners to providers as we become aware of new or expanding sectors. Our goal of being proactive instead of reactive to the needs of business will be at the center any of all partners with the help of valued providers. Job Clubs to help individuals connect with employers and refine their employability skills and resources are being put in place at five locations and will be functional by January 2014. Job Clubs at other locations will be implemented in the Spring of 2014.

7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?

Completion of our business service teams is our first priority. Work to Certify each one stop to state specifications will be started as work is completed on the BST's. Alignment of Youth services with the College and Career initiative.

8. Performance Standards. What is the rationale for the LWIB negotiated performance measures? – Refer to Attachment A.

For Program Year 2012 the CWIA exceeded four and met five of the performance standards. The CWIA was offered the same performance measures for Program Year 2013 by the state OET. The CWIA asked to negotiate three standards and offered a counter proposal for the following; Adult Entered Employment Rate, Dislocated Entered Employment Rate and Dislocated Worker Average Six Month Earnings gain. The counter proposal was offered due to the unexpected low performance numbers for PY12. After researching the numbers it was found that a previous grant to train healthcare workers, especially SRNA's had led to poor numbers. New policies were put into place

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to alleviate this situation. After negotiating with OET, rates were agreed upon for PY13. The numbers were slightly lower than PY12 but higher than the actual numbers. The goal is have these trainees purged through performance for the end of PY13.

- 9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?**

85%

- 10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2015: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?**

The goal of the CWIB is too continue serving as many individuals as possible even as funding allocations are reduced. This is done by controlling the ITA amount offered for training, looking for shorter term training that has lesser costs and eliminating supportive services. Working with other partners using their funding sources and especially Pell Grants allows funds to be stretched. These actions will result in the amount of individuals served to increase instead of decreasing in proportion with funding.

- 11. Describe the LWIB's Unified Business Services processes. (May attach separate Unified Business Services Plan)**

The One Stop Committee of the CWIB has been tasked to be the WIB Business Service Team that will oversee and put into place Business Service Teams at each One Stop center. The One Stop Committee is comprised of individuals from Workforce partners who have a seat on the CWIB. Other advisory members may be appointed to carry our tasks from partners or from non-traditional partners to carry out tasks. The overarching theme of the Unified Business Services plan will be to solicit all partners that can offer services to the business committee and offer the services through a seamless process that best serves businesses with single points of contact. These singles points of contact will disseminate information to appropriate partners that meet needs that business may have.

- 12. How does the LWIA notify Rapid Response and/or Business Services team members to coordinate services when a business may be actually or potentially considering a layoff?**

The actual or potential dislocation event is discovered by the CWIA in numerous ways. The information can be received in many different manners. A WARN notice can be issued, at a Career Center by an affected worker visit, the company may call the manager or an unemployment worker of the Career Center to inquire of benefits, sometimes it is discovered through information shared by the local Economic Development Authority, or various other methods. Upon receipt of the information, the Local Area Rapid Response Coordinator (LARRC) will advise the State Rapid Response staff within 24 hours by telephone, email, or in rare cases-in person. Employer is contacted with the intent of

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setting up an initial visit and ultimately a rapid response event for the employees. All members of the Rapid Response team for the county or area that the employer is located in will be informed of potential activity with all information to hold confidential.

13. How does the LWIA respond to and secure information when there is a possibility of a mass layoff? How is this information communicated to local and state Rapid Response and Business Services teams?

The Local Area Rapid Response Coordinator and co-coordinator will determine who will make contact with the employer. The representative will contact the employer by phone to gather information and explain services to the employer to determine if they are Trade impacted and if an employer meeting can be set. Upon receipt of the information, the Local Area Rapid Response Coordinator (LARRC) will advise the State Rapid Response staff within 24 hours by telephone, email, or in rare cases-in person. If a WARN notification is issued the employer will be contacted within 24 hours. The Local Area Rapid Response Team Coordinator will notify the state agencies including the Education and Workforce Development Cabinet Communication office, partner management staff and members of the Local Area Rapid Response team with any information that has been gathered.

14. What is the LWIA process to inform the state of local Rapid Response events?

The Local Area Rapid Response Coordinator will finalize all information and forward the employer file, updated RR-50, enter comments under employer tab in EKOS, and summary of the rapid response meetings with team members in attendance at the meetings, employees and employer reception of rapid response reception of presentation and any issues which may have developed while assisting the company to the state rapid response team.

15. How does the LWIA respond to or assist companies that are potentially TAA certifiable?

The Local Area Rapid Response Coordinator meets with potential Trade affected companies. While gathering information for the RR-50 for EKOS date, details relating to Trade petition filing may be given to employer if determined applicable. Details such as Department of Labor website and instructions and details concerning what could determine if their company might be eligible to apply. Upon their request, assistance can be given by Career Center OET or WIA staff to assist filing a petition with the Department of Labor or petition may be filed by staff if company does not chose to do so. The Rapid Response Coordinator, Trade Facilitator and local OET staff all coordinate efforts to assist the potential Trade affected company and its employees.

16. What is the process used to provide assistance to a company that is DOL Trade-certified?

The Regional Trade Facilitator and WIA Trade staff will contact a Trade eligible employer to gather information to begin the process of setting up orientation meetings with affected employees. The employer generally provides a list of all affected

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employees during the time period of petition eligibility. Both the Rapid Response Coordinator and Trade Facilitator would receive the employee information. If the company is still in operation, efforts would be made with employer to schedule an onsite orientation. If company is closed, arrangement would be made to conduct orientation at another site. The orientation will highlight all available options and partners that are available to assist them. Because of this close partnership, both the WIA and OET staff are fully informed and working together throughout this entire process. The team will stay in close communication with the State Trade Act staff and keep both the employer and employees fully informed.

17. Provide the current Trade Regional Plan. (May attach separate Trade Regional Plan)
The Plan must include:

- Updated to date with the latest Trade Law, as amended.
- The process employed from the point of Petition Certification to Trade participant post-exit follow-up.
- Roles of both OET and WIA and other partners as applicable.
- Compliance with 618.890 merit staffing regulations.

Plan attached.

18. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed? *(chronically unemployed - those who are not employable because of their lack of skills, education, and experience)*

The Cumberland's LWIA has assigned staff in all Career Centers to be a part of the REA process. The WIA staff will be available to assist in any way necessary as determined by working with the lead OET staff as the sessions are planned and delivered. They will present how WIA can be of assistance to them and other responsibilities as requested. Assigned staff will attend every meeting and will perform tasks as determined by the OET Lead in each career center.

19. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.

Applicants selected for REA are scheduled first for a full orientation workshop which will give the applicant an overview of the complete One-Stop system. Partners of the Career Center will be highlighted giving the applicant the opportunity to learn of services available to them through career center partners, community services, non-supportive services, and education and training. In addition, they will create a resume through the

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state Focus Career system. REA participants will also return to the Career Center within one week to meet one-on-one with a career counselor. At that time, the applicant will begin building their Individual Employment Plan and receive referrals to partners for any barriers that might be discovered and to LWIA staff for possible training. Last, but not least, the applicants will return the following week for job referrals to suitable work.

20. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?

Upon the first encounter with a job-ready job seeker, they will be instructed to fully register in Focus Career. Monitoring of this registration to ensure all information has been entered that will create the best possible resume will be by staff in the Career Center. Job matches and referrals will be made when resume matches job openings. Staff in the Career Centers is on hand daily to assist customers in getting fully registered in Focus Career. This action is a high priority among OET and WIA staff throughout the Cumberland Workforce Investment Area

21. Describe how youth activities are provided in the LWIA (in-house, contractors, combination, etc). Provide a brief description of a current or recent exemplary youth program or activity and a brief description of any anticipated new youth programs or activities envisioned by the LWIA.

The Cumberland WIA still offers both in-school and out-of-school services. In school services are delivered by contractors which are awarded contracts through the Request for Proposal (RFP) method. Beginning July 1, 2013, out of school services will be delivered by WIA career managers. Each of our thirteen counties receives funding for both in school and out of school of youth with amount determined by the CWIB after availability of funding is established with each county getting equal amount. All contractors are required to make all 10 service elements under the WIA law available and also perform the following services: outreach/recruitment/eligibility determination, assessment and case management/intensive job placement. A special interest is put on technical education. Our major goal with in school youth is to align with the College and Career Initiative, with focus on those seeking a career. Alignment with the goals and direction of the Boards of Education in every county is a component of our goal. Alignment will bring more consistency and give students more options and information. The out of school goal is to work closer with Adult Education Centers to provide GED, remediation classes and provide an opportunity to gain a NCRC certificate. Out of school students that are 18 years or older and seeking or needing occupation training will be co-enrolled as an adult, if eligible and due to funding, to give them the skills necessary to gain employment.

22. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.

Upon issuance of a Request for Proposal (RFP) a review committee appointed by the Chair of the Youth Council reviews each proposal in the following areas: organizational

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experience/capabilities/qualifications, program design, management plan, deliverables and coordination, cost per deliverable and reasonableness of budget. After this review is completed they are scored and voted on by the Youth Council to be recommended to the CWIB. The CWIB then accepts or rejects those recommendations. After contracts are awarded each contractor has to report on their activities each month. This information is put on a spread sheet and shared with the Youth Council at each regularly scheduled meeting. Questions or concerns about the delivery of services can be made by the youth council at any time. Each contractor is monitored by WIA staff to insure eligibility, programmatic and financial adherence. The monitors also assure that the contractor is abiding by the proposal that was submitting and approved to deliver services.

23. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

The CWIB will run public service announcements in local papers asking for public comment. All local elected officials are notified and asked for comment. The Local Plan is posted on LCADD's website and address for comments are made available. Chambers of Chamber will be notified of the new Local Plan and will be asked to share it with their members.

24. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

All competitive bidding activities are done using the Request for Proposal (RFP) method. After a proposal is written, a letter advising each entity that has requested to be on the CWIA Potential Sub-Contractor list is mailed a notification that a RFP is being issued and what services the proposal is seeking to deliver. Notification of the availability of a RFP is put in newspapers of the counties the CWIA serves and posted on LCADD website. A review committee, appointed by the CWIB Chair will then review the proposals for organizational experience/capabilities/qualifications, suggested program design and delivery, management plan, deliverables and coordination, cost and reasonableness of budget. After review is completed the committee will make recommendations to the CWIB for action.

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Section C: System Operations and Attachments

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.

Location:	Campbellsville	
Contact:	1) James Richerson	2) Palvena Pace
Title:	1) Operations Administrator	2) Regional Manager
Phone:	1) 270-465-2335	2) 270-465-2335
E-mail:	1) JamesD.Richerson@ky.gov	2) Palvena.Pace@ky.gov

Location:	Somerset	
Contact:	1) Robert Carter	2) Palvena Pace
Title:	1) Operations Administrator	2) Regional Manager
Phone:	1) 606-677-4124	2) 270-465-2335
E-mail:	1) Robert.Carter@ky.gov	2) Palvena.Pace@ky.gov

Location:	Corbin	
Contact:	1) A. J. Jones	2) Palvena Pace
Title:	1) Operations Administrator	2) Regional Manager
Phone:	1) 606-528-3460	2) 270-465-2335
E-mail:	1) AJJones@ky.gov	2) Palvena.Pace@ky.gov

Location:	Russell Springs	
Contact:	1) Darryl McGaha	2) Palvena Pace
Title:	1) Workforce Director	2) Regional Manager
Phone:	1) 270-866-4200	2) 270-465-2335
E-mail:	1) darryl@lcadd.org	2) Palvena.Pace@ky.gov

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2. List the contact information for the person responsible for the WIB's rapid response activities.

Contact:	1) Melody Haynes	2) Kim Pike
Title:	1) WIA Trade Career Manager	2) Workforce Development Facilitator
Phone:	1) 270-866-8435	2) 270-465-2335
E-mail:	1) Melody@lcadd.org	2) Kimberly.Pike@ky.gov
Reports to:	Darryl McGaha	Palvena Pace

3. List the contact information for the person responsible for the WIB's business services activities.

Contact:	1) Wendell Emerson	2) Virginia Dick
Title:	1) Chair, CWIB	2) Chair, CWIB One Stop Comm.
Phone:	1) 866-355-8901	2) 606-676-0147
E-mail:	1) Emerson1@duo-county.com	2) Virginia.Dial@Infcu.com
Reports to:	Cumberlands Workforce Investment Board	

4. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1) Ryan Creech	2)
Title:	1) Rehabilitation Technologist	2)
Phone:	1) 606-528-7030	2)
E-mail:	1) Ryan.Creech@ky.gov	2)
Reports to:	Carol Weber, Branch Manager	

Law Reference: 29 CFR 37.25 – Responsibility of Equal Opportunity Officer
Law Reference: 29 CFR 37.23 – Designation of Equal Opportunity Officer

5. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. (*Section 188 of the WIA or 29 CFR Part 37*)

Contact:	1) Donna Little	2)
Title:	1) Finance Officer	2)
Phone:	1) 270-866-4200	2)
E-mail:	1) Donnal@lcadd.org	2)
Reports to:	Donna Diaz – LCADD Executive Director	

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6. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

Contact:	1) Billy Crabtree	2)
Title:	1) Program Administrator, Area 2	2)
Phone:	1) 270-901-1024	2)
E-mail:	1) Billy.Crabtree@ky.gov	2)
Reports to:	David Walters, Director – Program Administration, KYAE	

7. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complaints about non-professional service, etc.)

Contact:	1) Palvena Pace	2) Donna Little
Title:	1) Regional Manager	2) Finance Officer
Phone:	1) 270-465-2335	2) 270-866-4200
E-mail:	1) Palvena.Pace@ky.gov	2) Donnal@lcadd.org
Reports to:	Lori Collins	Donna Diaz

List the programs for which this individual is responsible for providing customer relations.

Unemployment Insurance, Wagner-Peyser, Veterans, WIA – Adult, Dislocated Workers, Trade

8. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s) _____
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

Program(s) _____
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

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9. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

X Yes ☐ No

If no, is there a plan in process to develop a discrimination complaint procedure?

☐ Yes ☐ No

10. List contact information for the person responsible for local data in the Kentucky Career Center facilities.

Contact: Darryl McGaha
Title: Associate Director for Workforce Development
Phone: 270-384-4200
E-mail: darryl@lcadd.org
Reports to: Cumberlands WIB

11. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.

12. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations. *See attached email, Chart B.*

13. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2014.

New members nominated for membership to the CWIA will originate from a local business or trade association. The nominee should represent a sector that will help the CWIA reach its goals and objectives and meet the requirements of WIA Section 117 (b)(2)(A)(ii)-(v). The form must be signed by the County Judge Executive and Mayor from that county before submission. If a member vacates a seat the association is contacted and sent a letter and nomination form and urged to nominate an individual as soon as possible. If a term is set to expire, the local business organizations, business trade associations and County Judge Executive are contacted and informed that the term of the individual is expiring. They can either nominate the individual for another term or nominate a new individual. This is done three months prior to the term expiring to give ample time to have an individual approved to represent their county without a time lapse.

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According to DOL Training and Employment Guidance Letter (TEGL) 10-09 program operators/service providers are required to provide Veterans Priority of Service in 20 DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act Programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, pilots, and Research and Development.

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs.

Veterans' Program Letter (VPL) 07-09 (dated November 10, 2009) implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

14. What is the process you use to identify Veterans coming into your Kentucky Career Center?

As customer enters a Career Center they are greeted at the front desk and through the triage process they are asked to provide basic personal information, including veteran status, which is entered into the online customer registration system. Once identified as a Veteran, they are given priority of service such as using Focus Career, filing of unemployment insurance claims and partner referrals.

15. What is the process you use to assess the needs of Veterans seeking service in your Kentucky Career Center and how do you identify Veterans with a barrier to employment?

Veterans are assessed automatically through the filing process of Unemployment Insurance and Focus Career while being provided core services. Questions are explored during the core services process that identify basic barrier issues such as transportation, medical, dependent care, education levels, etc.

16. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

All Career Center program staff members are trained and can assist with Veteran services. Veterans are given priority service by the staff and are provided core and intensive services while at the Career Center. Once a Veteran is determined to have an employment barrier that needs additional specialized assistance, a referral through the Employ Kentucky Operating System (EKOS) is made to the Veteran Employment Representative. In cases that the Veteran Employment Representative is on-site, an immediate referral is made and the Veteran is able to meet with the representative that

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day. If the Veteran Employment Staff is not available, a referral is made using EKOS and the Veterans Employment staff person will contact the veteran and appointment upon receipt of the referral. All the Career Centers partners in the CWIA use using the Gold Card initiative thru the U. S. Department of Labor that will help post 9/11 veterans with intensive and follow-up services that will help these veterans obtain employment.

17. What is your process to ensure veterans receive priority of service when performing job referrals, enrolling in training and enrolling in training if waiting lists exist?

1. When customer enters a Career Center they are greeted at the reception desk and asked to sign. All customers are then asked if they are a veteran. If they are a veteran the electronic log-in spread sheet is marked to verify they are a veteran. In addition, all veterans are given a salmon colored sheet outlining their priority of service as they receive services in the resource room or when working one on one with staff.
2. This allows staff to easily identify the customer as a veteran. This gives priority to job referrals, training and other partner services.
3. In reviewing the electronic spread sheet, veteran files are reviewed periodically to ensure that they have received services in a timely manner.
4. All job orders are matched to veterans prior to giving referrals to non-veterans.
5. During REA and KEN classes, veterans are identified and referred to the DVOP if any barriers to employment are found.
6. During the initial ERP process, veterans are also identified and given priority of service with job referrals and any barriers to employment are referred to the DVOP.
7. Utilizing the Crystal reports, veteran files are reviewed on a periodic basis and contacts are made with those veterans who need assistance with more in-depth job search assistance.

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Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

*planned
file
11-2-13
JH*

Workforce Investment Area Name: Cumberlands Workforce Investment Area

Workforce Investment Board Name: Cumberlands Workforce Investment Board

Name and Contact Information for the WIB:

Name and Title: Wendell Emerson
Address: 1153 Ky. 80
Address: _____
City, State, Zip: Windsor, Ky 42565
Phone: 866-355-8901
Fax: n/a
Email: Emerson1@duo-county.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Ann Melton, CLEO Cumberlands WIB
Address: 404 Public Square, Suite 1
Address: _____
City, State, Zip: Columbia, KY 42728
Phone: 270-384-4703
Fax: 270-384-9744
Email: Acjudge1@duo-county.com

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: <u>Wendell Emerson</u>	Name: <u>Ann Melton</u>
Title: <u>Chairman of WIB</u>	Title: <u>Chief Local Elected Official</u>
Signature: <u>Wendell Emerson</u>	Signature: <u>Ann Melton</u>
Date: <u>11/26/13</u>	Date: <u>11-26-13</u>

LOCAL WORKFORCE INVESTMENT BOARD PLAN
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Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

Workforce Investment Area Name: Cumberlands Workforce Investment Area

Workforce Investment Board Name: Cumberlands Workforce Investment Board

Name and Contact Information for the WIB:

Name and Title: Wendell Emerson
Address: 1153 Ky. 80
Address: _____
City, State, Zip: Windsor, Ky 42565
Phone: 866-355-8901
Fax: n/a
Email: Emerson1@duo-county.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Ann Melton, CLEO Cumberlands WIB
Address: 404 Public Square, Suite 1
Address: _____
City, State, Zip: Columbia, KY 42728
Phone: 270-384-4703
Fax: 270-384-9744
Email: Acjudge1@duo-county.com

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

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Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2013-2014 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2012-2017 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;

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- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which*

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prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;

- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

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ATTACHMENT A

Performance

Workforce Investment Act and Wagner Peyser

	PY 2013
Adult Measures	
Entered Employment Rate	77
Employment Retention Rate	90.7
Avg. Six Month Earnings	12,000
Dislocated Worker	
Entered Employment Rate	81
Employment Retention Rate	91.3
Avg. Six Month Earnings	13,000
Youth	
Placement in Employment or Education	80
Attainment of a Degree or Certificate	84
Literacy and Numeracy Gains	80
Wagner-Peyser	PY 2013
Entered Employment Rate	55
Employment Retention Rate	79
Avg. Six Month Earnings	\$13,000

Local Area: Cumberlands

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ATTACHMENT B

Workforce Investment Board/Council Membership List

Program Year 2013

WIB: Cumberlandds

11/26/13

Date Submitted:

LWIA: Cumberlandds

Indicate any vacant positions or other constituency represented as well.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

<u>Name/Address/Email Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry Represented (Private Sector Only)</u>	<u>Business Representation From Targeted Industry/ Occupation? (Yes/No)</u>	<u>Term Start and Term End</u>
A. PRIVATE SECTOR					
Jim Hadley 108 Bulter Drive Columbia, KY 42728 jim@majesticyachtsinc.com 270-250-2310		Co-Owner	Majestic Yachts, Inc.	Yes	08/23/11- 06/30/16
Dan Antle 121 Cloverport Drive Columbia, KY 42728		Owner	Reed Brothers Insurance	Yes	02/28/13- 06/30/16

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Dan.antle@rbi-ins.com Wendell Emerson 1153 Ky. 80 Windsor, KY 42565 emerson1@duo-county.com 866-355-8901		Bond Representative	Ross, Sinclair	No	12/07/00-6/30/15
Michael King 747 Bartle Drive Liberty, KY 42539 MichaelKing.kinglube@gmail.com 606-787-9017		Co-Owner	King Lube	Yes	8/23/11-6/30/14
Preston Sparks 479 Snow School Road Albany, KY 42602 prestonsparks@mehsi.com 606-387-6371		Self-Employed	Agriculture	Yes	07/01/00-6/30/15
Beth Huff 942 Denney Road Albany, KY 42602 bhuff719@gmail.com 606-387-4785		Account Manager	R.J. Stokes Investments	No	12/14/11-6/30/14
Vickie Wells 129 North Main Street Burkesville, KY 42717 Vickie.wells@firststandfarmers.com 270-864-3311		President	First and Farmers Bank	No	04/17/13-6/30/16
Vacant Seat Cumberland County Business					
Jerry Cowherd 120 Carlisle Ave. Greensburg, KY 42743 jcowherd12@windstream.net		Owner	Cowherd Enterprises	No	07/01/04-06/30/16

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270-932-7857						
Vacant Seat Laurel County Business						
Vacant Seat Laurel County Business						
Vacant Seat McCreary County Business						
Virginia Dial P.O. Box 1761 Somerset, KY 42502 Virginia.Dial@lnfcu.com 606-676-0147	Manager	L & N Federal Credit Union	No	09/29/08- 6/30/14		
Angelina Reynolds 315 Northern Crossing Eubank, KY 42567 areynolds@hendrickson-intl.com 606-379-1489	Human Resources	Hendrickson Trailer	Yes	8/8/13- 06/30/16		
Nick Bastin P.O. Box 1310 Mt. Vernon, KY 40456 n.bastin@rhrc.org 606-256-7745	Healthcare	Rockcastle Regional Hospital/Controller	Yes	11/26/13- 6/30/16		
Ronald Hopper P.O. Box 220 Russell Springs, KY 42642 fstnat5@duo-county.com 270-866-4343	Vice-President	First National Bank	No	06/23/06- 06/30/15		
Chris Reynolds 1309 East Broadway Campbellsville, KY 42718 chrissr@camapp.com	President/Co- Owner	Campbellsville Apparel	Yes	07/01/05- 06/30/14		

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270-465-0714						
Herbert Wheat 250 Indian Subdivision Monticello, KY 42633 herbwheat@hotmail.com 606-875-6740	Consultant	C & H Consultant	No		07/01/05- 06/30/14	
Vacant Seat Wayne County Business						
JoAnn Siler 114 Lud Tolliver Road Williamsburg, KY 40769 jamesandjo@twc.com 606-528-6481	Owner	Siler Implement/Corbin Rental	No		10/17/08- 6/30/14	
Richard Foley 1035 Main Street Williamsburg, KY 40769 rfoley@ucumberlands.edu 606-524-0009	Owner	Keck-Foley, LLC	No		6/18/09- 6/30/14	
B. PUBLIC ASSISTANCE AGENCY						
Vacant						
C. ORGANIZED LABOR						
Robert Akin 262 Creason Lane Greensburg, KY 42743 rakin@kylecet.com 502-839-1252	Director	Kentucky L.E.C.E.T.			11/24/10- 6/30/16	
Larry King P.O. Box 1923 Whitley City, KY 42653 kinglarry@hotmail.com	Vice-President	National V.P. for Forest Service (Job Corps)			02/24/11- 6/30/16	

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606-354-2861						
D. VOCATIONAL REHABILITATION						
Ruth Dyer 650 N. Main Street, Suite 230 Somerset, KY 42501 Rutha.dyer@ky.gov 606-677-4116	Kentucky Office of Vocational Rehabilitation	Branch Manager, District 7				04/17/13- 6/30/16
Twyla Hammons 650 North Main Street Gateway Center, Suite 240 Somerset, KY 42501 TwylaS.Hammons@ky.gov 606-677-4042	Kentucky Office for the Blind	Vocational Rehabilitation Counselor				05/21/07- 06/30/16
E. COMMUNITY-BASED ORGANIZATION						
Carol Sullivan 5000 Saloma Road Campbellsville, KY 42718 csullivan@cuttc.com 270-789-5392	Campbellsville University Technology Training Center	Director				09/27/06- 6/30/15
Mike Buckles 1535 Shamrock Road Manchester, KY 40962 mike.buckles@danielboonecaa.org 606-598-5127	Daniel Boone Development Council	Executive Director				07/01/02- 6/30/14
F. ECONOMIC DEVELOPMENT AGENCY						
Gene Royalty P.O. Box 1068 Jamestown, KY 42629 rcida@duotel.com 270-866-7070		Executive Director	Russell County Industrial Development	Yes		02/24/10- 6/30/14
Holly Hopkins		Executive Director	Rockcastle County Industrial	Yes		9/10/12-

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P.O. Box 592 Mt. Vernon, KY 40456 hhopkins@rockcastlecountyky.com 606-256-0445				Authority		6/30/15
G. PUBLIC EMPLOYMENT AGENCY						
Palvena Pace 1311 East Broadway, Suite C Campbellsville, KY 42718 Palvena.Pace@ky.gov 270-283-2688	Office of Employment and Training	Regional Program Manager				08/18/10- 06/30/16
Fran Cox 367 Gainsville Road Scottsville, KY 42164 carafcox@bellsouth.net 270-782-2330	KY Farmworker Programs, Inc.	Program Director				06/18/09- 06/30/16
Karen Miller 105 College Street Somerset, KY 42503 Karenfocew@windstream.net 606-678-5700	Experience Works	Field Coordinator				07/01/04- 06/30/16
H. EDUCATIONAL AGENCY						
Scott Pierce P.O. Box 407 Jamestown, KY 42629 oakhill531@yahoo.com 270-343-3005	Youth Council	Chairman				07/01/00- 6/30/15
Tim Zimmerman 808 Monticello Street Somerset, KY 42501 tim.zimmerman@kctcs.edu 606-679-8501	Somerset Community College	Chief Business Affairs Officer				07/17/06- 06/30/15

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Billy Crabtree 129 State Ave. Glasgow, KY 42141 billy.crabtree@ky.gov 270-779-1533	Kentucky Adult Education	Associate Program, Support	07/01/05-06/30/14
George Sampson 126 Acorn Lane Whitley City, KY 42653 gsampson@fs.fed.us 606-354-2176	Pine Knot Job Corp	Business Service Liaison	03/22/10-6/30/16
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)			
Ann Melton 424 Public Square Columbia, KY 42728 acjudge1@duo-county.com 270-384-4703			
J. OTHER CATEGORY			
Charles Smith P.O. Box 440 Jamestown, KY 42629 lcha4@duo-county.com 270-343-4740	Lake Cumberland Housing Agency	Director	09/10/08-06/30/14
Ann Melton 424 Public Square Columbia, KY 42728 acjudgel@duo-county.com 270-384-4703	Lake Cumberland Area Development District, Title 1 Local Staff	LCADD, Chairman	03/08/13-01/31/14
K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)			
Scott Pierce P.O. Box 407	Russell County Board of Education	Retired Superintendent	07/01/00-6/30/15

Dudgeon, Patricia O (OETCO-FK)

From: Dudgeon, Patricia O (OETCO-FK)
Sent: Monday, February 10, 2014 4:39 PM
To: 'Darryl McGaha'
Cc: Bradshaw, Terri (OETCO-FK)
Subject: RE: Cumberlands WIB vacancies

Response to letter of concern
Section C
#12
TD

Thanks, Darryl. We will place this in the Cumberlands local plan review file as response to Section C - #12.

From: Darryl McGaha [<mailto:darryl@lcadd.org>]
Sent: Monday, February 10, 2014 4:32 PM
To: Dudgeon, Patricia O (OETCO-FK)
Subject: Cumberlands WIB vacancies

Pat,
At the present date, February 10th, 2014, the Cumberlands WIB has 5 vacancies that need to be filled by Business members. McCreary, Wayne and Cumberland Counties have one vacancy and Laurel County has two. We continue to work with the Chambers of Commerce and Local Elected Officials to find candidates that meet the criteria necessary.

Darryl McGaha

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

Jamestown, KY 42629 oakhill531@yahoo.com 270-343-3005				
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ATTACHMENT C

Workforce Investment Board Subcommittee List

Program Year 2013

WIB: Cumberland Date Submitted: _____

LWIA: Cumberland _____

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Committee or Task Force	Objective / Purpose of Committee or Task Force
Cumberland Workforce Investment Board Executive Committee	It shall be the function of the Executive Committee established by the CWIB to review and make recommendations and shall have the power to commit the Board on any matter of general policy in the interim of the full council meetings. It is the intent of this section to provide that the Executive Committee shall have the authority to decide matter of general policy. Meetings of the Executive Committee may be called by the Chairperson of said committee, with the Chairperson of the Board serving in that capacity.
Nominating Committee	Formulate and recommend to the board a slate of officers at the beginning of each Program Year.

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

Youth Council	To review and make recommendations to the Board for youth program activities and focus on issues relating to In-School and Out-of-School youth that lead to education or employment as a result of services provided.
One-Stop Committee	Form a collaboration of one-stop partners to address and recommend actions to the Board concerning all one-stop activities, creation of Business Service Plan, implementing Business Service Teams and to foster and grow one-stop joint partner activities.

ATTACHMENT D

Workforce Investment Area Sub-Grantee List

Program Year 2013

WIB: Cumberland Islands
 LWIA: Cumberland Islands

Date Submitted:

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Name of Sub-Grantee	Services Provided	Funding Source	Provider Location
Cumberland County Board of Education	In-School Youth	WIA Youth Formula Funds	Cumberland County
Green County Board of Education	In-School Youth	WIA Youth Formula Funds	Green County
Laurel County Board of Education	In-School Youth	WIA Youth Formula Funds	Laurel County
Rockcastle County Schools	In-School Youth	WIA Youth Formula Funds	Rockcastle County
Russell County Board of Education	In-School Youth	WIA Youth Formula Funds	Russell County
Whitley County Board of Education	In-School Youth	WIA Youth Formula Funds	Whitley County
Empowerment Solutions	In-School Youth	WIA Youth Formula Funds	Main Office: Columbia, KY Serves; Adair, Casey, Clinton, McCreary, Pulaski, Taylor & Wayne counties.
Cumberland Valley Area Development District	Case Management	WIA Adult and Dislocated Funds	Serving: Laurel, Rockcastle and Whitley counties.

LOCAL WORKFORCE INVESTMENT BOARD PLAN **PY 2013 - 2014**

ATTACHMENT E

Workforce Investment Area Business Services Team

Program Year 2013

WIB: Cumberland

LWIA: Cumberland Unified
Business Services Team

Date

Submitted:

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Team Member	Agency/Organization	Location	Team Role
Shirlene Taylor	Business Representative on WIB	Somerset, KY	Lead
Alesa Johnson	Workforce Solutions/Somerset Community College	Somerset, KY	
Joshua Benton	Kentucky Economic Development Cabinet	Frankfort, KY	
Palvena Pace	Office of Employment and Training	Campbellsville, KY	
Darryl McGaha	Cumberlands WIA Director	Russell Springs, KY	

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

REGIONAL PLAN

INTEGRATED TRADE SERVICES

Cumberlands Workforce Investment Area

OET – Office of Employment & Training Staff

LWIA – Local Workforce Investment Area Staff

EKOS – Employ Kentucky Operating System

LARRT – Local Area Rapid Response Team

Regional Plan for TAA Services

TRADE PETITION

1. Employer Trade petition may be filed by several different individuals/groups – including a One-Stop Partner;
2. **OET** or **LWIA** staff may assist the employer and/or employees in completing a petition if they chose to submit one;
3. Website location for petition is listed in TAA Handbook

RAPID RESPONSE

1. **LARRT** Lead or Co-Lead is responsible for arranging initial RR employer meeting;
2. Follow local area RR plan in coordinating services with all One-Stop partners and community agencies;
3. **LARRT** Lead is responsible for entering RR data in **EKOS**;
4. All communications related to RR activities should be copied to the **LARRT** Lead

LABOR MARKET INFORMATION (LMI)**OUTREACH**

1. Outreach activities shall be provided to potential trade-eligible clients;
2. OET is responsible for providing activities to the client;
3. The initial outreach activity will be the development and distribution of the *Letter of Potential Services* to all impacted workers from the dislocation event;
4. OET will enter information about the outreach services provided in each client's EKOS file.
5. OET shall coordinate with LWIA to schedule a TAA Orientation session to provide information about available Dislocated Worker services and potential TAA services

ORIENTATION

1. The TAA Orientation session is a joint effort of OET and LWIA and includes the completion of all required eligibility paperwork;
2. Staff from each One-Stop must coordinate with the LARRT or Trade Facilitator to provide a professional presentation of information;
3. Individuals providing information at the TAA Orientation session must be knowledgeable of the services being reviewed.
4. The TAA Customer Handbook will be distributed to affected workers during the TAA Orientation. Acknowledgement sheet of Handbook will be signed by affected worker and placed in OET Customer File.

ELIGIBILITY DETERMINATION

1. **OET** will assist the client in the completion of the following forms:
 - TAA-855
2. **LWIA** will assist the client in the completion of the following forms:
 - WIA-20 (optional)
 - TAA-858 (only if requesting training)

EMPLOYMENT CASE MANAGEMENT

1. All Trade clients must be offered case management services to assist in their reemployment efforts;
2. **OET** will enter a Case Management service in **EKOS** on all Trade clients and provide case management services to each client; **LWIA** provides case management on Trade clients enrolled in approved training;
3. If Case Management service is already entered for DW services by **LWIA**, then **OET** shall add service and attach to TAA funding stream.
4. Employment Case Management services may consist of the:
 - Individual Employment Plan (IEP) development;
 - Workshops, job clubs, resume assistance, etc;

INITIAL ASSESSMENT

1. Initial assessment of the client may include a review of existing skills, knowledge, credentials, etc.
2. LWIA is responsible for entering initial assessment data in EKOS;
3. If the client was previously determined eligible for Dislocated Worker services, then the LWIA will have already entered initial assessment data in EKOS. If so, then OET will update the information, as needed.
4. Based on the results of the initial assessment, LWIA & OET will provide or make referrals to additional services which the client may be eligible.

COMPREHENSIVE ASSESSMENT/IEP

1. Specific information related to the client's work history, job skills, work characteristics, training needs, etc. shall be documented in the Comp Assessment Tab of EKOS;
2. OET and LWIA must coordinate service delivery efforts to minimize confusion to the client;
3. Information must be documented in the Comp Assessment Tab in EKOS and updated on an ongoing basis by involved staff;
4. Data entered into the Comp Assessment Tab is populated to the IEP Custom Tab to create a printable Individual Employment Plan (IEP) for the client; for clients in TAA approved training the Cumberland Trade IEP will be used and Comp Assessment Tab populated;
5. Staff must provide an initial copy of an updated IEP to the client and a subsequent copy as information/data is modified throughout the client's search for employment.

WAIVER

1. In the event the Trade client has not secured employment or been enrolled into an approved training program, a waiver is not applicable unless the reasons for a waiver issuance is met. This must occur within the timeframe of current Trade law;
2. OET will attach Waiver in Service module of EKOS and insert related dates;
3. OET will review assessment and initial eligibility and will continue to review Waiver eligibility until such time as the client becomes employed, training enrollment notification is received from LWIA or the issuance reasoning is no longer valid. At such times, the waiver shall be revoked.

OUT-OF-AREA JOB SEARCH ASSISTANCE

1. Trade clients may be eligible for out-of-area job search assistance;
2. An initial request from a Trade client may be presented to LWIA as follows:
 - Not in Training - LWIA staff will complete the necessary form for review and pre-approval prior to any activity occurring;
 - Enrolled in Training (or completed training) – LWIA will complete the necessary form for pre-approval prior to any activity occurring;
3. Once pre-approval is determined, LWIA will notify OET Regional Manager or designee a state merit employee, for approval via e-mail to process final approval and all LWIA staff to notify client.
4. Receipts for reimbursement must be presented to the originating staff (LWIA) as described within the TAA Handbook;
5. Originating staff is responsible for entering service in EKOS and

attaching related funding;

6. Eligible receipts must be forwarded to the designated **LWIA** staff for reimbursement to the client.

RELOCATION ASSISTANCE

1. Trade clients may be eligible for relocation assistance;
2. An initial request from a Trade client may be presented to **LWIA** as follows:
3. Not in Training - **LWIA** staff will complete the necessary form for review and pre-approval prior to any activity occurring;
4. Enrolled in Training (or completed training) – **LWIA** will complete the necessary form for review and pre-approval prior to any activity occurring;
5. Once pre-approval is determined, **LWIA** will notify **OET Regional Manager or designee**, a state merit employee, for approval via e-mail to process final approval and allow **LWIA** staff to notify client.
6. Receipts for reimbursement must be presented to the originating staff (**LWIA**) as described within the TAA Handbook;
7. Originating staff is responsible for entering service in **EKOS** and attaching related funding;
8. Eligible receipts must be forwarded to the designated **LWIA** staff for reimbursement to the client.

TRAINING REQUEST

1. If the Trade client did not complete Form TAA-858 during the TAA Orientation, then **LWIA** shall assist client in completing the form to request training;
2. **LWIA** shall verify all six criteria required for training are met; if any of the criteria are not met, then the LWIA must indicate reason on TAA-858 and in **EKOS** comments;
3. Completed form shall be forwarded to the client's CRU file and a copy provided to the client.
4. **LWIA** proceeds to conduct a training assessment on the client

TRAINING ASSESSMENT

1. **LWIA** shall conduct a full assessment to determine likely success in requested training program;
2. Assessment may include TABE, Career Scope, COMPASS, WorkKeys or other assessment tool as required by the related industry and/or training institution;
3. **LWIA** shall update information in **EKOS** – Comp Assessment module; including justification of the required 6 training criteria and a minimum of two required training benchmarks.

CRITERIA REVIEW

1. If the assessment supports the need for training, the designated **LWIA** staff will begin process of determining training program and costs ;
2. **LWIA** will complete the **EKOS** Training Custom Tab with required training information;

PRE-APPROVAL/DENIAL & NOTIFICATION

1. Designated **LWIA** staff will issue a determination (approval or denial);
2. Designated **LWIA** staff will enter determination in **EKOS** – Training Custom Tab
3. Determination will be issued to **OET** and **LWIA** via electronic Form TAA-858B

FINAL APPROVAL/DENIAL

1. Once training notification is received from **LWIA**, designated **OET** Approval staff, a state merit employee, will review and enter final approval/denial in EKOS Training Custom Tab;
2. Designated **OET** Approval staff, a state merit employee, will enter comment in **EKOS** reflecting final approval or denial;
3. If training is approved, **LWIA** will issue notification of training approval to the client;
4. If training is denied, **OET** Approval staff, a state merit employee, forwards information to State Trade Coordinator;
5. State Trade Coordinator will issue notification of training denial to the client.
6. At the conclusion of any services, client files will be centrally located at the office of the Lake Cumberland ADD. Contact person will be

Associate Director for Workforce Development, Darryl McGaha.

CASE MANAGEMENT/COMPLETION/FOLLOW-UP

1. **OET** staff continues to case manage all TAA affected workers;
2. **LWIA** staff provide case management services to clients enrolled in approved training;
3. Upon completion of services, case management by both **OET** and **LWIA** continues. **LWIA** notifies **OET** Trade Facilitator updating 858B form of completion. Follow-up for employment outcomes data is provided by **LWIA**. Both **LWIA** and **OET** provide post-training assistance to clients during follow-up;
4. **LWIA** staff is responsible for EKOS data entry for services provided. **OET** Trade Facilitator or designated staff, a state merit employee, is responsible for data entry for **OET** services.

SUBSISTENCE or TRANSPORTATION

1. Trade clients in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program;
2. **LWIA** determines eligibility for payments based on requirements as listed in the TAA Handbook;
3. **LWIA** will attach service to related funding stream in **EKOS**;
4. Approved payments will be processed per the LWIA's identified internal payment process.

Trade Readjustment Assistance (TRA)

1. OET will assist clients with issues related to TRA benefits and document information as required by the agency's identified service delivery process;
2. OET will enter related information in EKOS, as required.

ATAA/RTAA

1. OET will assist clients with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process;
2. OET will enter related information in EKOS, as required;
3. LWIA shall refer to OET any TAA clients seeking ATAA or RTAA benefits.

Revised 1/14